



STATE OF CALIFORNIA  
Department of Parks and Recreation  
EXAMINATION ANNOUNCEMENT  
ACCOUNTING ADMINISTRATOR I (SUPERVISOR)  
DEPARTMENTAL PROMOTIONAL - SPOT



AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

JL14-4549

2PR07-02

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Parks and Recreation
POSITIONS EXIST	This is a Spot exam for Sacramento County. Candidates may only establish eligibility for this county.
WHO SHOULD APPLY	Applicants who meet the minimum qualifications by <b>May 31, 2012</b> the final filing date. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. Applicants must have a permanent civil service appointment with the Department of Parks and Recreation <u>OR</u> must be: 1) a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code 18990; <u>OR</u> 2) a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code 18992, <u>OR</u> 3) a person retired from the United States military, honorably discharged from active duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991, as of the <b>final filing date, May 31, 2012</b> in order to take this examination.
HOW TO APPLY	Applications (Std. Form 678) may be delivered in person or by mail. Please submit to: <b>By mail to:</b> Department of Parks and Recreation Attention: Selections Unit P.O. Box 942896 Sacramento, CA 94296-001 <b>In person to:</b> Department of Parks and Recreation 1416 9 <sup>th</sup> Street Room 1018 (10 <sup>th</sup> Floor) Sacramento, CA 95814 (916) 653-2012 <b>REFER TO EXAM CODE 2PR07-02 ON YOUR APPLICATION</b>
FINAL FILING DATE	Applications (Std. Form 678) must be postmarked no later than <b>May 31, 2012, the final filing date.</b> Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.
EXAMINATION DATES	Qualifications appraisal Interview: It is anticipated that interviews will be held during June or July, 2012. <u>OR</u> If conditions warrant, this exam may use an evaluation of each candidate's education and experience compared to a standard developed from the class specification. <b>Note: See "Examination Information"</b>
SALARY RANGE	\$5079 - \$6127
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Parks and Recreation. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the education and/or experience requirements for this examination by <b>May 31, 2012, the final filing date.</b> <b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. <b>All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.</b>  Pursuant to Government Code 18935(b), candidates with <u>permanent</u> status at the Accounting Administrator I (Supervisor) level or above, may not be eligible to apply for this examination. <b>(Continued on reverse)</b>

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION  
(CONTINUED)**

Minimum Qualifications

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

**EITHER I**

One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Senior Accounting Officer (Supervisor), Senior Accounting Officer (Specialist), Associate Accounting Analyst, or Associate Administrative Analyst (Accounting Systems).

**OR II**

**EXPERIENCE:** Four years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Senior Accounting Officer (Supervisor) or (Specialist).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.)

**AND**

**EDUCATION:**

**EITHER**

Equivalent to graduation from college, with specialization in accounting.

**OR**

Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

**POSITION  
DESCRIPTION**

Positions at this level supervise a group of professional or analytical and semiprofessional accounting staff performing accounting or accounting and budgetary work and directing a variety of specialized or central control fiscal activities. This level, under general supervision, either: (1) performs as the Chief Accounting Officer in a medium-standard accounting office; or (2) performs as a sectional manager reporting to the Chief Accounting Officer in a medium-complex accounting office.

**EXAMINATION  
INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**OR**

If conditions warrant, this examination may use an evaluation of each candidate's education and experience compared to a standard developed from the class specification. **NOTE:** See "**Education & Experience**" for additional important information.

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**QUALIFICATIONS  
APPRAISAL INTERVIEW  
(Weighted 100%)**

Scope:

- A. Knowledge of:
- 1) Accounting principles and procedures;
  - 2) Governmental accounting and budgeting;
  - 3) The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations;
  - 4) Principles of business management, including office methods and procedures;
  - 5) Principles of public finance;
  - 6) Business law;
  - 7) Principles and techniques of personnel management and supervision;
  - 8) Planning, organizing, and directing the work of others;
  - 9) The department's Equal Employment Opportunity objectives;
  - 10) A manager's role in the Equal Employment Opportunity and the processes available to meet equal employment objectives.
- B. Ability to:
- 1) Apply accounting principles and procedures;
  - 2) Analyze data and draw sound conclusions;
  - 3) Analyze situations accurately and adopt an effective course of action;
  - 4) Prepare clear, complete, and concise reports;
  - 5) Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget;
  - 6) Establish and maintain cooperative relations with those contacted in the work;
  - 7) Speak and write effectively;
  - 8) Plan, organize, and direct the work of others;
  - 9) Effectively contribute to the department's Equal Employment Opportunity objectives.

**EDUCATION AND  
EXPERIENCE**

If conditions warrant, this examination may use an evaluation of each candidate's education and experience compared to a standard developed from the class specification. **For this reason, it is especially important that each candidate take special care in accurately completing his or her application. List all experience relevant to the "Requirements for Admittance to the Examination", even if that experience goes beyond the required years stated. Supplementary information will be accepted but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.** In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**SPECIAL PERSONAL  
CHARACTERISTICS**

Ability to qualify for a fidelity bond.

**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS**

Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communications and/or business composition.

**VETERANS'  
PREFERENCE CREDITS  
AND CAREER CREDITS**

Veterans' preference credits and career credits are NOT granted in promotional examinations.

**CONFIDENTIALITY AND  
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

*(Continued on reverse side)*

### **GENERAL INFORMATION**

**For an examination** without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Parks and Recreation, (916) 653-2012, three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department of Parks and Recreation.

**If you meet the requirements**, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Parks and Recreation** reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. In addition locations of oral interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, OR 3) a person retired from the United States military, honorably discharged from active duty with a service connected disability, or honorably discharged from active duty as defined in GC, Section 18991. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

### **DEPARTMENT OF PARKS AND RECREATION**

Personnel Office/Examination Unit 1416 9<sup>th</sup> Street, Room 1018 Sacramento, CA 95814 or P.O. Box 94296-0001 (916) 653-2012

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device  
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)